

Superfund Technical Assistance Grants: Overview Information

Federal Agency: U.S. Environmental Protection Agency (EPA), Regional Program Offices.

Funding Opportunity Title: Superfund Technical Assistance Grant (TAG)

Announcement Type: General Announcement

Catalog of Federal Domestic Assistance (CFDA) Number: 66.806 - Superfund Technical Assistance Grants (TAG) for Citizen Groups at Priority Sites

Dates: Grants are not advertised on a regular cycle. However, once EPA receives a Letter of Intent (LOI) from a group wishing to pursue grant at a particular site, a notice will be published in the local newspaper(s). The notice informs the community that groups interested in a TAG for the site have 30 days to contact the first group to form a coalition, or to send in a separate LOI. After this first 30 day period, groups that sent EPA LOIs have 30 days to submit an application to the EPA Regional Office.

Grant Description: TAGs are intended for the use of community groups affected by a Superfund site. The grant is to enable community groups to obtain independent, technical assistance in interpreting and understanding technical, site information. Initial awards of up to \$50,000 per site may be available. By statute, only one TAG at a time can be awarded per site.

Eligible community groups are those groups of individuals who:

- (1) May be affected by a release at a facility listed on the NPL or at a site proposed for the NPL where a response action under CERCLA is underway;
- (2) Can demonstrate they have reliable procedures for record-keeping and financial accountability in managing the TAG (requirements found in 40 CFR 30.21, or see http://www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_40/40cfr30_00.html); and
- (3) Are not one of the groups described under 40 CFR 35.4020 (3)(b) (see Section IV or <http://www.epa.gov/superfund/tools/tag/faqs.htm>).

Cost-sharing is a requirement. Groups must contribute 20 percent of the total cost of the TAG, unless issued a waiver by EPA. Groups may meet this match through cash or in-kind contributions. However, under certain conditions (as listed in 40 CFR 35.4055) EPA may waive a portion or the entire match. (See <http://www.epa.gov/superfund/tools/tag/faqs.htm> for details.)

You can get an application and other materials on the TAG program through EPA Headquarters and Regional contacts, listed in Section VII of the full announcement (or see <http://www.epa.gov/superfund/tools/tag/contacts.htm>), or through the EPA TAG website at <http://www.epa.gov/superfund/tools/tag/index.htm>.

Superfund Technical Assistance Grants: Full Text Announcement

I. Funding Opportunity Description.

To whom does this funding apply?

The funding is intended for community groups that are affected by hazardous waste sites listed on the National Priorities List (NPL), or proposed for the NPL with a response action underway.

What is the funding for?

Technical Assistance Grants (TAGs) are awarded to help community groups understand site-related information and participate in decision-making throughout the cleanup of a Superfund site. Grants are used by a community group to contract with a technical advisor(s) to assist the community in understanding technical information related to cleaning up a Superfund site and how cleanup decisions may affect the community. With a better understanding of issues related to site clean-up, communities can better participate in decisions affecting them by providing comments and raising specific issues throughout the clean-up process.

How much funding is provided?

Initial awards of up to \$50,000 may be available to nonprofit community groups. Additional funding may be available at the end of the project period. Since 1988, over 270 TAGs have been awarded and over \$22,000,000 in funding has been provided by EPA.

How can a TAG be used?

Most of the funding must be used to contract the services of a technical advisor(s). A technical advisor can assist the community in a number of ways, for example:

- Reviewing preliminary site assessments and site investigation data
- Participating in public meetings to help interpret technical information about site conditions and proposed remedies
- Visiting the site to observe progress and provide technical updates to the group
- Evaluating future land use options based on land use assumptions in the remedial investigation
- Interpreting information related to health risks
- Evaluating issues related to relocation as an option, if appropriate.

What is the authorizing legislation?

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Section 117(e), authorized the President to make Technical Assistance Grants available to groups of individuals that may be affected by a release or threatened release at Superfund sites. Rules and regulations for the program are in 40 CFR 35, Technical Assistance Grant Program; Final Rule (Federal Register, vol. 65, no. 191, Monday, October 2, 2000). For a copy of the rules and regulations see EPA's TAG website,

<http://www.epa.gov/superfund/tools/tag/resource.htm> or Environmental Protection Agency, EPA Docket Center (EPA/DC), Superfund Docket, MC: 5202T, 1200 Pennsylvania Avenue, NW, Washington, DC 20460 (phone number: 202-566-0276).

How are activities under this grant related to EPA's Strategic Plan?

TAGs fall under Goal 3 (Land Preservation and Restoration), Objective 3.2 (Restore Land), Sub-objective 3.2.2 (Cleanup and Re-use Contaminated Land of EPA's strategic plan. EPA believes that community participation is an important part of cleaning up and bringing land back into use. The TAG helps community groups to understand technical information contained in EPA documents about the site. With a better understanding what is going on at a site and what decisions need to be made, community members are more able to comment on the technical aspects of site clean up. Technical comments provided by community members assist EPA in:

- Identifying and controlling unacceptable human exposures from site contamination
- Monitoring and controlling migration of contaminated ground water
- Identifying a suitable final remedy for site reuse

To review EPA's Strategic Plan see <http://www.epa.gov/ocfo/plan/2003sp.pdf>

II. Award Information.

What is the award amount?

The initial award is in the form of a grant for \$50,000 or less. A group may request additional funds to continue their work at the end of their initial project period.

How long is the grant project period?

The grant period is determined by the time needed to complete the scope of work as stated in the grant application and through negotiations with EPA.

III. Eligibility Information.

Who is eligible for the grant?

To be eligible a group must:

- Be a group of individuals which may be affected by a release or threatened release at any facility listed on the NPL, or proposed for listing under the NCP where a "response action" under CERCLA has begun.
- Demonstrate they have or will have reliable procedures record-keeping and financial accountability related to TAG management, as found in 40 CFR 30.12 (see http://www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_40/40cfr30_00.html

To be eligible, an applicant group must *not* fall into any of the following six categories:

1. A “potentially responsible party” (PRP), receives money or services from a PRP, or represent a PRP
2. A group affiliated with a national organization
3. An academic institution
4. A political subdivision
5. A group established or is presently sustained by any of the ineligible entities listed above
6. A group unwilling to incorporate as a nonprofit organization for the specific purpose of representing affected people excepted as provided in 40 CFR 35.4045.

Is Cost Sharing Required?

Yes, a 20 percent match is required. However, the match can be waived or lowered under certain circumstances. The match can be met through cash or in-kind contributions.

Are There Other Requirements?

Yes, to receive TAG funds the group must incorporate as a nonprofit for the purpose of participating in decision making at the Superfund site for which the TAG was awarded. At the time the award is made, the group must have incorporated as a nonprofit organization or must have filed their documents for incorporation with the State agency. Proof of incorporation by the State must be submitted when making the first request for reimbursement or the one-time advance payment.

Are there other eligibility considerations?

Yes, there can only be one TAG awarded at a time for a Superfund site.

IV. Application and Submission Information.

How Do I Get An Application?

EPA publication Technical Assistance Grant (TAG) Program: Application Forms with Instructions (EPA 540-K-03-001) contains step-by-step instructions for filling out an application and blank application forms. This publication is available through Regional TAG Coordinators, EPA Headquarters and on EPA’s website, listed below. Applicants should contact the Regional TAG Coordinator, based on site’s location, and submit a Letter of Intent to apply for a TAG before starting the application process.

Applications are available through the following:

- EPA’s TAG website at <http://www.epa.gov/superfund/tools/tag/resource.htm>
- EPA’s Regional TAG Coordinators (listed in section VII)

- EPA Headquarters contact (listed in section VII)

What Do I Submit?

<i>What to Submit/ What to do</i>	<i>Required Content</i>	<i>Required form or format</i>	<i>When to Submit</i>
Submit Letter of Intent (LOI)	1.Group name. 2. Superfund sites(s) for which group intends to submit an application; 3. Name of contact person, their telephone number, and mailing address	Written letter. (see http://www.epa.gov/superfund/tools/tag/download/loi.htm for example)	If not other LOI submitted: Any time. If an LOI has been received for the site of interest: Within 30 days of published notice in local paper, notifying interested parties that they may form a coalition or submit their own LOI.
Find out about State or Regional intergovernmental review requirements	Completed application package and any additional materials required by the state. For state contacts see http://www.whitehouse.gov/omb/grants/spoc.html .	Completed application package (as described below) and any additional state/regional forms as required.	Prior to submitting application package to EPA. Where a review is required, EPA cannot process an application without evidence that it has been submitted to the state or regional clearinghouse for review.
Obtain a DUNS Universal Identifier Number	Contact request line at 1-866-705-5711 or via website http://www.dnb.com/us/	Type DUNS number in block #5 of OMB SF-424	Submit to EPA regional office in application package.
Application	1 Budget 2. Scope of Work 3. Assurances, certifications, and standard preaward paperwork (under 40 CFR 30) For instructions see the following: http://www.epa.gov/superfund/tools/tag/download/instructions.pdf	Project narrative statement OMB SF-424 OMB SF-424A OMB SF-424B EPA Form 5700-49 EPA Form 4700-4 Certification Regarding Lobbying For blank forms see the following: http://www.epa.gov/superfund/tools/tag/download/form_part1.pdf & http://www.epa.gov/superfund/tools/tag/download/form_part2.pdf	Groups must submit their completed application packages within thirty (30) days after the end date for groups to submit letters of intent (see above).

What are the funding limitations?

There are several funding limitations to keep in mind:

- In most cases, the initial award amount is limited to \$50,000.
- *All or most* of the Federal funds must be used to procure a technical advisor(s). Some of the funds may be used for grant administration and related costs (generally groups use less than 20% of the total project cost).
- There can only be one TAG at a time for a site.

What can't the grant money be used for?

Federal grant funds cannot be used for:

- Developing new primary data, such as conducting testing and monitoring activities at a site
- Lawsuits or other legal actions, or for attorney fees for services connected to any legal action or that could result in a relationship to which attorney/client privileges applies
- A technical advisor's time spent assisting an attorney in preparing a legal action or preparing and serving as an expert witness at any legal proceedings
- Any activities or expenses for recipient group members' travel
- Political activity and lobbying
- Developing new health data through biomedical testing (for example, blood or urine testing), clinical evaluations, health studies, surveillance, registries, and/or public health interventions
- Activities unallowable under the cost principles stated in Office of Management and Budget (OMB) Circular No. A-122, Cost Principles for Non-Profit Organizations (06/01/1998) (see <http://www.whitehouse.gov/omb/circulars/a122/a122.html>.)
- Tuition or other training expenses for recipient group's members
- Reopening or challenging final EPA decisions

V. Application Review Information.

What are the award criteria?

After determining applicant meets eligibility requirements (see Section III), EPA considers whether and how successfully an applicant meets three equally-weighted criteria:

- (1) The applicant group's representation of groups and individuals affected by the site
- (2) The applicant group's plans to use the services of a technical advisor throughout the Superfund response action
- (3) The applicant group's ability and plan to inform others in the community of the information provided by the technical advisor

What is the selection process?

(1) *Application is received:* Once the regional Grants Management Office receives the application, an EPA Project Officer or TAG Coordinator is assigned to the application. A letter is sent to the applicant letting them know EPA received their application.

(2) *Application is reviewed:* A regional team reviews the application.

(3) *Notification for revisions:* The TAG Coordinator or EPA Project Officer will notify the applicant of any areas in the application that need to be revised for the application to be considered complete.

(4) *Award is recommended:* The review team determines if an application should be recommended for award based on group eligibility and the award criteria listed above. For competing applicants, the review team determines which, if any, applicant should be recommended for an award.

(5) *Award is offered:* The recommendation for approving an application is sent to the regional Grants Management Office. The Grants Management Office notifies the applicant of award approval in writing. The applicant must sign the award agreement for the award to be final.

VI. Award and Post-Award Administration Information.

How do I know if my application was chosen?

If chosen, you will receive an award notification letter and an Assistance Agreement, from EPA's regional Grants Management Office, by postal mail.

Where can I find the grant requirements?

Regulations for the TAG program are in 40 CFR Part 35 (see section I). Contact the Regional TAG coordinator (see Section VII) or visit EPA's TAG web pages for more information on grant requirements (see <http://www.epa.gov/superfund/tools/tag/resource.htm>).

Are there any reporting requirements?

Yes, there are five types of required reports.

Report Type	Required Information	Timing / Frequency
Federal Cash Transactions Report (if group receives funds through electronic funds transfer or if the group requested a one-time, cash advance)	The amount of funds advanced to group or electronically transferred to group's bank account and how funds were spent	Within 15 working days June 30 and December 31 each year

Minority-Owned Business Enterprise/Women-Owned Business Enterprise (MBE/WBE)) Utilization	Whether group contracted with a MBE/WBE in the past Federal fiscal year, the contract value, and the percentage of the total project dollars on MBE/WBEs	Annually, even if no contracts have been signed
Progress Report	Full description in chart or narrative format of the progress group made in relation to the approved schedule, budget and TAG project milestones, including an explanation of special problems encountered	Quarterly, within 45 days after the end of each calendar quarter
Financial Status Report	Status of project's funds through identification of project transactions and within 90 days after the end of your TAG's funding period	Annually, within 90 days after the anniversary date of the start of your TAG project
Final Report	Description of project goals and objectives, activities undertaken to achieve goals and objectives, difficulties encountered, technical advisors' work products and funds spent	Within 90 days after the end of the project

VII. Agency Contacts. <http://www.epa.gov/superfund/tools/tag/contacts.htm>

Region 1 [CT, MA, NH, VT, RI, ME] Margaret Leshen U.S. EPA Region 1 (MC: HBS) One Congress Street Boston, MA 02114-2023 Phone: 617- 918-1421	Region 6 [AR, LA, NM, OK, TX] Beverly Negri U.S. EPA Region 6 (MC: 6SF-PO) Tower at Fountain Place 1445 Ross Ave., Suite 1200 Dallas, TX 75202-2733 Phone: 214-665-8157
Region 2 [NY, NJ, PR, VI] Carol Hemington U.S. EPA Region 2 (MC: 2OPM-GCMB) 290 Broadway New York, NY 10007-1866 Phone: 212-637-3420	Region 7 [IA, KS, MO, NE] Hattie Thomas U.S. EPA Region 7 (MC: PBAF) 901 N. Fifth Street Kansas City, KS 66101 Phone: 913-551-7762

Region 3 [DC, DE, MD, PA, VA, WV] Amelia Libertz U. S. EPA Region 3 (MC: 3HS43) 1650 Arch Street Philadelphia, PA 19103-2029 Phone: 215-814-5522	Region 8 [CO, MT, ND, SD, UT, WY] Linda Armer U.S. EPA Region 8 (MC: EPR-PS) 999 18th Street, Suite 500 Denver, CO 80202-2466 Phone: 303-312-6696
Region 4 [AL, FL, GA, KY, MS, NC, SC, TN] Rhonda Foucher, or Denise Bland U.S. EPA Region 4 (MC: WDCSB) Atlanta Federal Center 61 Forsyth Street Atlanta, GA 30303-3507 Phone: 404-562-8867 (Rhonda) Phone: 404-562-8880 (Denise)	Region 9 [AZ, CA, HI, NV] David Cooper U.S. EPA Region 9 (MC: SFD-3) 75 Hawthorne Street San Francisco, CA 94105 Phone: 415-972-3237 or 800-231-3075
Region 5 [IL, IN, MI, MN, OH, WI] Susan Pastor or Suzanne Coll, U.S. EPA Region 5 (MC: P19J) Metcalf Federal Bldg 77 W. Jackson Blvd Chicago, IL 60604 Phone: 312-353-1325 (Susan) Phone: 312-886-6044 (Suzanne) or 800-621-8431	Region 10 [AK, ID, OR, WA] Marianne Deppman or Debra Sherbina U.S. EPA Region 10 (MC: ECO-081) 1200 6th Ave. Seattle, WA 98101 Phone: 206-553-1237 (Marianne) Phone: 206-553-0247 (Debra)
	Headquarters Freya Margand, National TAG Coordinator U.S. EPA (MC: 5204G) 1200 Pennsylvania Ave, N.W. Washington, DC 20460 Phone: 703-603-8889